

**INTERNAL SERVICES GROUP
SUMMARY**

	Page #	Appropriation	Departmental Revenue	Local Cost
<u>GENERAL FUND</u>				
ARCHITECTURE AND ENGINEERING	382	585,320	-	585,320
FACILITIES MANAGEMENT:				
ADMINISTRATION	385	424,456	-	424,456
CUSTODIAL	388	3,797,297	2,113,933	1,683,364
GROUNDS	390	1,712,049	797,419	914,630
HOME REPAIR	392	-	-	-
MAINTENANCE	394	7,725,259	3,300,000	4,425,259
UTILITIES	397	16,390,667	-	16,390,667
PURCHASING	406	1,093,119	35,000	1,058,119
REAL ESTATE SERVICES:				
REAL ESTATE SERVICES	418	2,358,774	1,549,650	809,124
RENTS AND LEASES	421	211,592	45,912	165,680
TOTAL GENERAL FUND		<u>34,298,533</u>	<u>7,841,914</u>	<u>26,456,619</u>
 <u>SPECIAL REVENUE FUND</u>				
		<u>Appropriation</u>	<u>Departmental Revenue</u>	<u>Fund Balance</u>
REAL ESTATE SERVICES:				
CHINO AGRICULTURAL PRESERVE	423	4,913,330	981,638	3,931,692
 <u>INTERNAL SERVICES FUNDS</u>				
		<u>Appropriation</u>	<u>Departmental Revenue</u>	<u>Revenue Over (Under) Exp</u>
FLEET MANAGEMENT:				
GARAGE	399	12,659,104	12,835,000	175,896
MOTOR POOL	403	8,866,469	9,272,000	405,531
PURCHASING:				
CENTRAL STORES	409	8,317,434	8,556,571	239,137
MAIL/COURIER SERVICES	412	7,802,089	7,917,000	114,911
PRINTING SERVICES	415	2,708,942	2,875,359	166,417
TOTAL INTERNAL SERVICES FUNDS		<u>40,354,038</u>	<u>41,455,930</u>	<u>1,101,892</u>



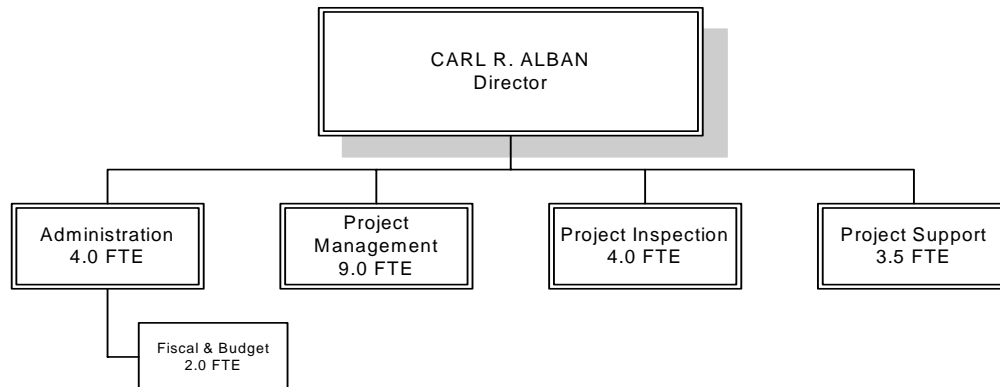
ARCHITECTURE AND ENGINEERING

Carl R. Alban

MISSION STATEMENT

The mission of the Architecture and Engineering Department (A&E) is to effectively plan and implement the design and construction of projects included in the county's Capital Improvement Program, and in so doing provide quality improvements for county departments and the public they serve.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

A&E is responsible for planning and implementing the design and construction of projects included in the county's Capital Improvement Program. These projects can range in budget from tens of thousands to hundreds of millions. The staff works with county departments, the Administrative Office and the Board of Supervisors to determine project scope, schedule and budget; issues a request for proposals to secure the appropriate consultant services; administers the design from concept to completion and obtains the appropriate jurisdictional approvals; prepares the bid package and solicits competitive construction bids using both the formal and informal bid process; and provides the necessary inspection and construction management services to guide the project through construction to completion.

A&E strives to be a competitive public service organization dedicated to delivering successful projects and quality services for San Bernardino County in a timely and cost effective manner. A&E takes pride in its ability to respond quickly to changing organizational needs and priorities, while continuing to provide quality improvements for the benefit of county departments and the public they serve.

BUDGET AND WORKLOAD HISTORY

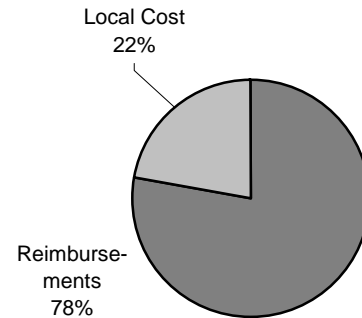
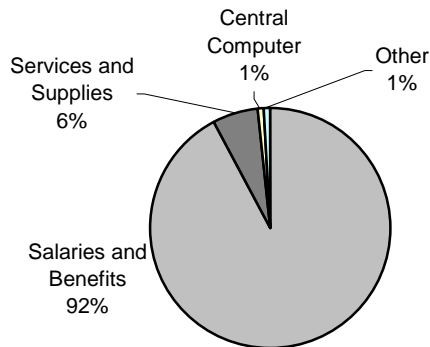
	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	588,716	566,758	569,567	585,320
Departmental Revenue	-	-	11,131	-
Local Cost	588,716	566,758	558,436	585,320
Budgeted Staffing		23.0		23.5
<u>Workload Indicators</u>				
Projects managed	127	166	215	227
Inspections performed	1,689	1,950	1,875	2,200
Estimates completed	107	125	155	160

In 2005-06, the department requests the addition of 0.5 Clerk II. This position will maintain and update project filing and provide back-up secretarial support.

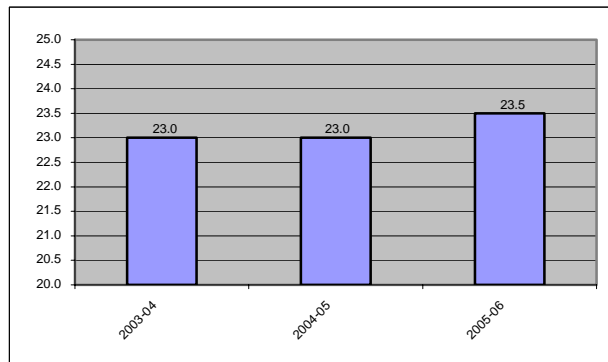


2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

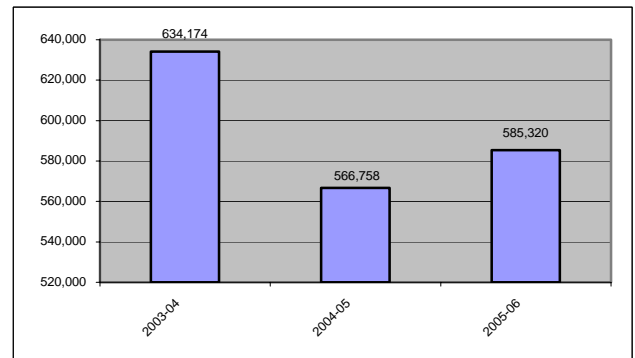
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Architecture & Engineering
FUND: General

BUDGET UNIT: AAA ANE
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	1,937,166	2,223,221	85,325	-	2,308,546	106,619	2,415,165
Services and Supplies	161,370	161,855	(6,362)	-	155,493	4,865	160,358
Central Computer	18,776	18,776	1,738	-	20,514	-	20,514
Transfers	13,098	13,808	-	-	13,808	7,799	21,607
Total Exp Authority	2,130,410	2,417,660	80,701	-	2,498,361	119,283	2,617,644
Reimbursements	(1,560,843)	(1,850,902)	(62,139)	-	(1,913,041)	(119,283)	(2,032,324)
Total Appropriation	569,567	566,758	18,562	-	585,320	-	585,320
Departmental Revenue							
Current Services	11,131	-	-	-	-	-	-
Total Revenue	11,131	-	-	-	-	-	-
Local Cost	558,436	566,758	18,562	-	585,320	-	585,320
Budgeted Staffing		23.0	-	-	23.0	0.5	23.5



In 2005-06, the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases, and will incur decreased costs in risk management insurance. These costs are reflected in the Cost to Maintain Current Program Services column.

DEPARTMENT: Architecture & Engineering
FUND: General
BUDGET UNIT: AAA ANE

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits Non local cost portion of 4% estimated salary increase (\$71,777), which is fully offset by reimbursements.	-	-	-	-
2. Salaries and Benefits Additional 0.5 Clerk II to update and maintain project filing and provide backup secretarial support.	0.5	18,263	-	18,263
3. Salaries and Benefits Salary step and leave cashout adjustments.	-	16,579	-	16,579
4. Services and Supplies Additional appropriation to remodel the department's work area. This will be partially offset by a decrease due to a change in accounting for ISD direct service charges, which are now included in the budget as a transfer-out.	-	4,865	-	4,865
5. Transfers Increase primarily due to a change in accounting for ISD direct service charges, which were previously included in the services and supplies budget.	-	7,799	-	7,799
6. Reimbursements Increased reimbursement from the various CIP projects.	-	(47,506)	-	(47,506)
Total	0.5	-	-	-



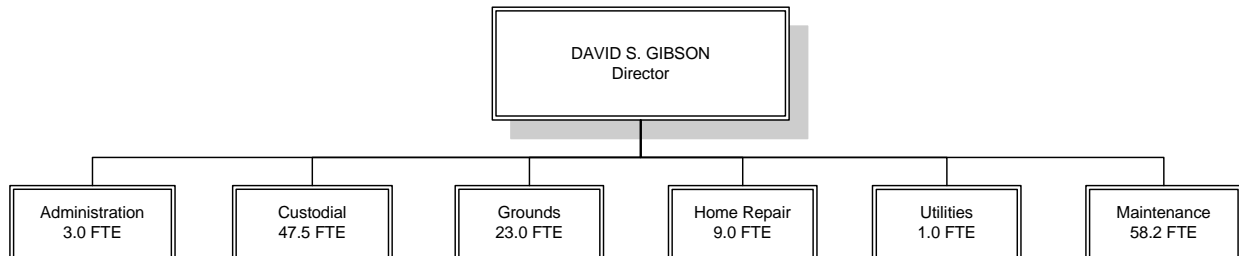
FACILITIES MANAGEMENT

David S. Gibson

MISSION STATEMENT

Our mission is to serve the public by providing quality services enabling county departments and staff to effectively meet the expectations of their customers.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2005-06			
	Appropriation	Revenue	Local Cost	Staffing
Administration	424,456	-	424,456	4.0
Custodial	3,797,297	2,113,933	1,683,364	47.5
Grounds	1,712,049	797,419	914,630	23.0
Home Repair	-	-	-	9.0
Maintenance	7,725,259	3,300,000	4,425,259	58.2
Utilities	16,390,667	-	16,390,667	1.0
TOTAL	30,049,728	6,211,352	23,838,376	142.7

2005-06 Departmental Objectives

- Provide baseline funding for services that were de-funded during budget cutbacks including: pest control, carpet cleaning, weed abatement, and tree trimming.
- Reallocate and enhance maintenance staffing to ensure emergency and urgent maintenance requests are responded to in a timely manner.
- Consolidate in-house custodial and grounds work crews to the San Bernardino area, decreasing travel time and increasing effectiveness of the custodial and the grounds operations.

Administration

DESCRIPTION OF MAJOR SERVICES

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair, and Maintenance) and monitors the San Bernardino County utilities budget.

The Administration Division develops internal policies and procedures to ensure all divisions deliver quality service to their customers. The division establishes goals to assure adherence to the department's mission.

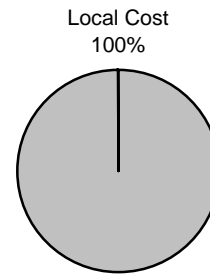
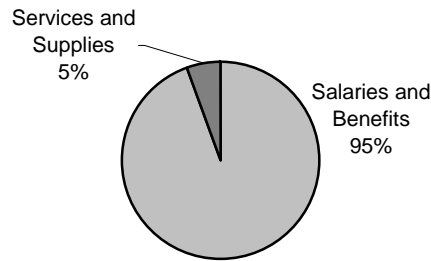
BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	319,480	407,397	414,373	424,456
Departmental Revenue	350	-	-	-
Local Cost	319,130	407,397	414,373	424,456
Budgeted Staffing		4.0		4.0

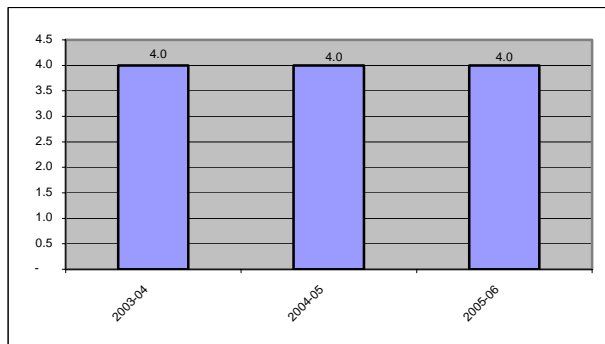


2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

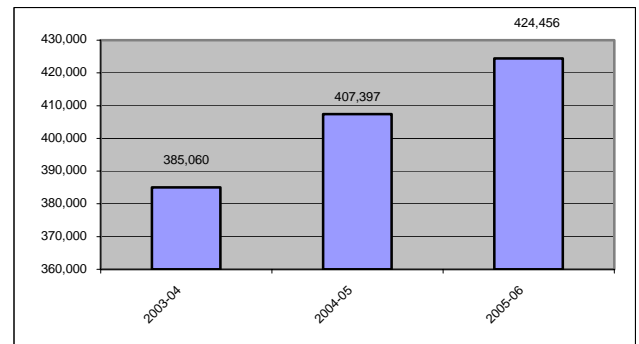
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMT
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	384,359	387,265	16,726	-	403,991	(3,314)	400,677
Services and Supplies	29,250	19,368	(2,182)	-	17,186	5,786	22,972
Transfers	764	764	-	-	764	43	807
Total Appropriation	414,373	407,397	14,544	-	421,941	2,515	424,456
Local Cost	414,373	407,397	14,544	-	421,941	2,515	424,456
Budgeted Staffing		4.0	-	-	4.0	-	4.0

In 2005-06, the department will incur increased costs in retirement, workers compensation, and inflationary services and supplies purchases, and will incur decreased costs in risk management insurance. These costs are reflected in the Cost to Maintain Current Program Services column.



DEPARTMENT: Facilities Management
 FUND: General
 BUDGET UNIT: AAA FMD FMT

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits Staff Analyst II was hired at a lower step rate than previously budgeted.		(3,314)	-	(3,314)
2.	Services and Supplies Increase in costs of cell phones, training, office expenses.		5,786	-	5,786
3.	Transfers Increase in charges for Employee Health and Productivity, Employee Assistance Program and Center for Employee Health and Wellness per Human Resources.		43	-	43
Total		-	2,515	-	2,515



Custodial

DESCRIPTION OF MAJOR SERVICES

The Custodial Division is responsible for custodial services provided to county owned and some leased facilities. Services are performed with a combination of county employees and contract custodial service providers. This division provides pest control services, window washing, carpet cleaning, air duct cleaning, and mold remediation as well as routine and emergency general custodial services. The primary goal of the Custodial Division is to provide a clean environment in county facilities for customers and employees.

BUDGET AND WORKLOAD HISTORY

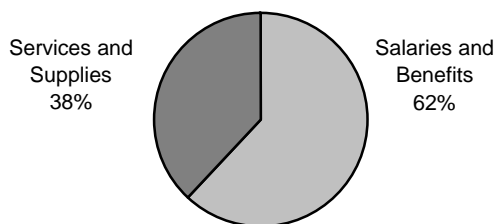
	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	2,728,170	3,200,343	3,208,353	3,797,297
Departmental Revenue	1,523,299	1,657,556	1,894,633	2,113,933
Local Cost	1,204,871	1,542,787	1,313,720	1,683,364
Budgeted Staffing		43.0		47.5

Workload Indicators

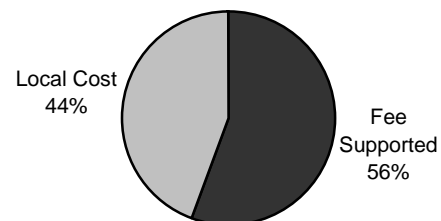
In House (sq. ft)	1,304,314	1,304,314	1,323,811	1,327,415
Contracted (sq. ft)	860,156	938,156	860,793	857,189

On October 5, 2004, the Board approved the addition of 1.0 Custodian I position to provide service at the new Juvenile Dependency Court in San Bernardino. On December 14, 2004, the Board approved the restoration of 5.0 Custodian I positions, which had been eliminated due to State budget impacts. The department is also requesting 1.0 additional Custodian I position to enhance services provided in the Super Block area. These increases totaling 7.0 positions are partially offset by a reduction of 2.5 positions due to implementation of a distributed vacancy factor for a net proposed increase of 4.5 positions.

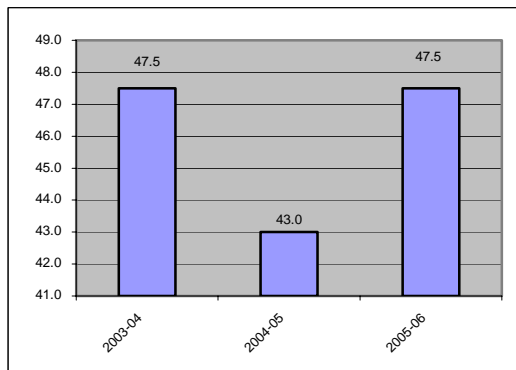
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



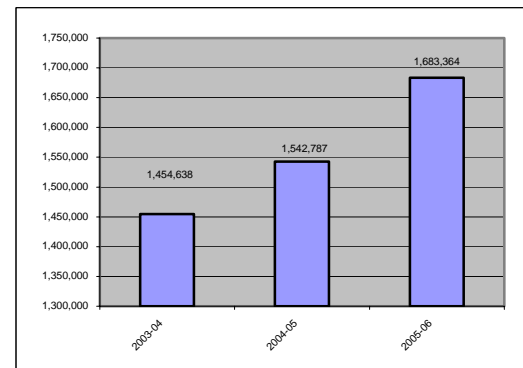
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMC
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	1,976,367	1,951,945	454,459	-	2,406,404	(57,682)	2,348,722
Services and Supplies	1,222,931	1,239,343	115,767	-	1,355,110	84,778	1,439,888
Transfers	9,055	9,055	-	-	9,055	(368)	8,687
Total Appropriation	3,208,353	3,200,343	570,226	-	3,770,569	26,728	3,797,297
Departmental Revenue							
Current Services	1,894,633	1,657,556	39,063	-	1,696,619	417,314	2,113,933
Total Revenue	1,894,633	1,657,556	39,063	-	1,696,619	417,314	2,113,933
Local Cost	1,313,720	1,542,787	531,163	-	2,073,950	(390,586)	1,683,364
Budgeted Staffing		43.0	7.0	-	50.0	(2.5)	47.5

In 2005-06, the department will incur increased costs in retirement, workers compensation, inflationary services and supplies purchases, and for the full-year funding of items approved by the Board. On October 5, 2004, the Board approved additional funding for custodial services at the new Juvenile Dependency Court in San Bernardino. On December 14, 2004, the Board approved additional funding to offset budget cuts implemented in prior fiscal years. All of these increased costs are reflected in the Cost to Maintain Current Program Services column.

Additionally, the 2005-06 Custodial budget includes a vacancy factor that will be used to fund pest control and carpet/floor cleaning functions. These adjustments are reflected in the Department Recommended Funded Adjustments column.

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD FMC

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits Increases for step advancements and other cost adjustments total \$75,003. This is partially offset by a \$40,049 reduction in the charge for workers' compensation experience modification. This is further reduced by \$92,636 which is the implementation of a vacancy factor equivalent to 2.5 FTE's.	(2.5)	(57,682)	-	(57,682)
2. Services and Supplies Funding for previously unfunded items such as spot cleaning for carpet in common areas and emergency pest control services. Increase is also due to contracting out services in outlying areas of the county in addition to an increase in the cleaning supplies budget.		84,778	-	84,778
3. Transfers Decrease in charges for Employee Health and Productivity, Employee Assistance Program and the Center for Employee Health and Wellness per Human Resources.		(368)	-	(368)
4. Revenue Increase in revenue is due to enhanced service requests from departments which includes pest control and carpet cleaning. In addition the Court MOU increased \$225,000 from the amount budgeted in 2004-05, and new buildings account for an increase \$60,000.		-	417,314	(417,314)
Total	(2.5)	26,728	417,314	(390,586)

Please refer to the policy item section following the Maintenance Division for policy items related to Facilities Management.



Grounds

DESCRIPTION OF MAJOR SERVICES

The Grounds Division is responsible for the grounds maintenance services provided to county owned and some leased facilities. Services are performed with a combination of county employees and private contractors. This division provides landscaping design and maintenance services, as well as tree trimming, parking lot sweeping, snow removal, fountain maintenance and indoor-plant care. The primary goal of the Grounds Division is to provide well-maintained exterior building areas for customers and employees.

BUDGET AND WORKLOAD HISTORY

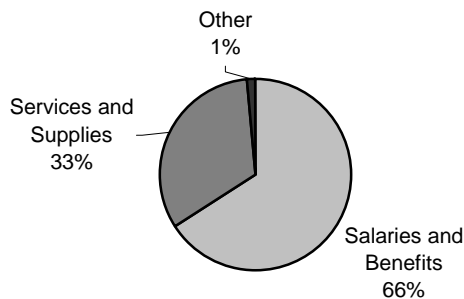
	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	1,310,417	1,283,962	1,282,331	1,712,049
Departmental Revenue	617,302	614,736	676,194	797,419
Local Cost	693,115	669,226	606,137	914,630
Budgeted Staffing		20.0		23.0

Workload Indicators

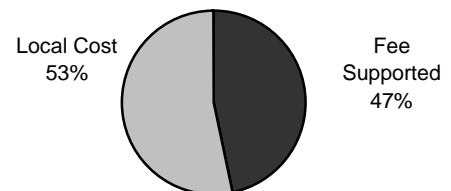
Acres Maintained	720	725	725	725
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On December 14, 2004, the Board approved the restoration of 2.0 positions (1.0 Grounds Caretaker I and 1.0 Grounds Caretaker II), which had been eliminated due to State budget impacts. The department is also requesting an additional 1.5 positions (three recurring six-month positions) to assist with increased workloads during the spring and summer months. These increases totaling 3.5 positions are partially offset by a reduction of 0.5 positions due to the implementation of a distributed vacancy factor for a net proposed increase of 3.0 positions.

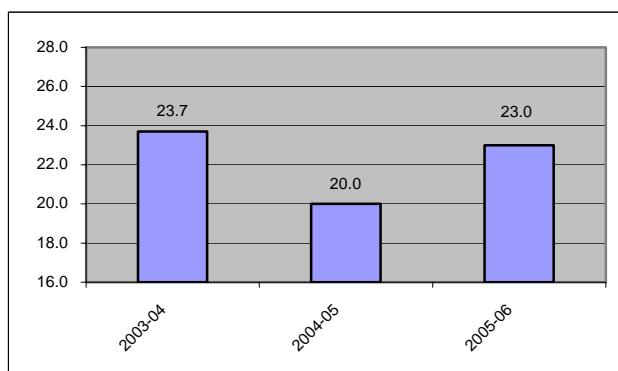
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



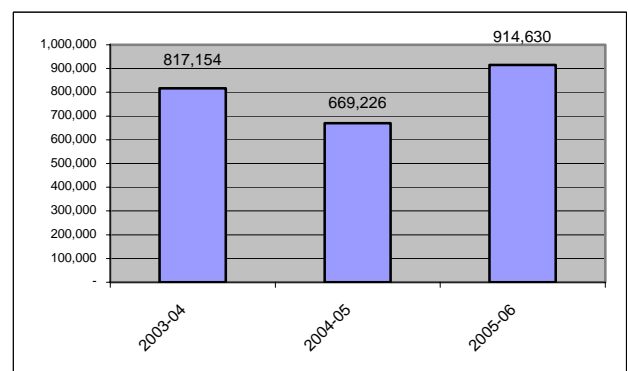
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMG
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	871,945	966,755	123,845	-	1,090,600	33,468	1,124,068
Services and Supplies	385,119	311,734	83,415	-	395,149	169,655	564,804
Central Computer	2,750	956	182	-	1,138	-	1,138
Equipment	18,000	-	18,000	-	18,000	-	18,000
Transfers	4,517	4,517	-	-	4,517	(478)	4,039
Total Appropriation	1,282,331	1,283,962	225,442	-	1,509,404	202,645	1,712,049
Departmental Revenue							
Current Services	676,194	614,736	-	-	614,736	182,683	797,419
Total Revenue	676,194	614,736	-	-	614,736	182,683	797,419
Local Cost	606,137	669,226	225,442	-	894,668	19,962	914,630
Budgeted Staffing		20.0	2.0	-	22.0	1.0	23.0

In 2005-06 the department will incur increased costs in retirement, workers compensation, central computer charges, inflationary services and supplies purchases, and for the full-year funding of adjustments approved by the Board. On December 14, 2004, the Board approved additional funding to offset budget cuts implemented in prior fiscal years. All of these increased costs are reflected in the Cost to Maintain Current Program Services column.

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD FMG

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and benefits The addition of three six-month recurring positions (1.5 FTE's) will assist with the increased workload during the spring and summer months. Implementation of a vacancy factor equivalent to 0.5 FTE's will partially offset the increase.	1.0	33,468	-	33,468
2. Services and supplies This will restore funding for various activities that were unfunded or had funding significantly reduced over the past few years due to the budget cuts. Fountain maintenance, snow removal and replacement plant materials will now be budgeted for. Tree trimming and weed abatement will be funded to provide for regularly scheduled service throughout the county. Additional appropriation has been added to support the costs associated with revenue generated requests.		169,655	-	169,655
3. Transfers Decrease in charges for Employee Health and Productivity, Employee Assistance Program and the Center for Employee Health and Wellness per Human Resources.		(478)	-	(478)
4. Revenue The revenue increase is due to the addition of four new locations that reimburse Facilities Management for landscaping services, that were previously not budgeted: East Valley Resources Center, Juvenile Dependency Court, Coroner and the ISD Imaging building. Additionally, current customers are requesting additional services that were previously unbudgeted.		-	182,683	(182,683)
Total	1.0	202,645	182,683	19,962

Please refer to the policy item section following the Maintenance Division for policy items related to Facilities Management.



Home Repair

DESCRIPTION OF MAJOR SERVICES

The Home Repair Program is a federally funded program that is administered by Facilities Management. Through the program, minor repairs are performed for eligible candidates as determined by the Economic and Community Development Department (ECD). ECD reimburses the costs incurred by the program with federal funds.

BUDGET AND WORKLOAD HISTORY

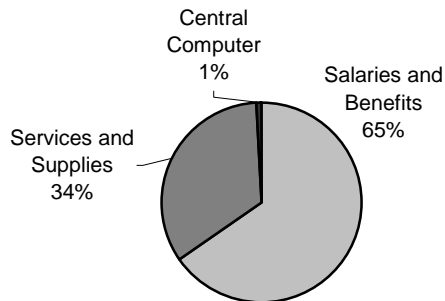
	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	1,593	-	-	-
Local Cost	1,593	-	-	-
Budgeted Staffing		10.0		9.0

Workload Indicators

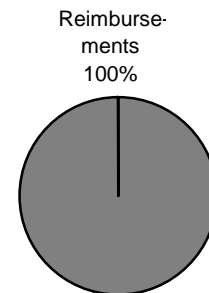
Jobs Completed	296	284	240	200
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In 2005-06, 1.0 Housing Repair Supervisor I is transferred to the Maintenance Division. This transfer is required to meet the Economic and Community Department's budget target for this program. In addition, this budget includes the reclassification of a Housing Repair Worker II to Housing Repair Worker III to align the classification with the duties performed.

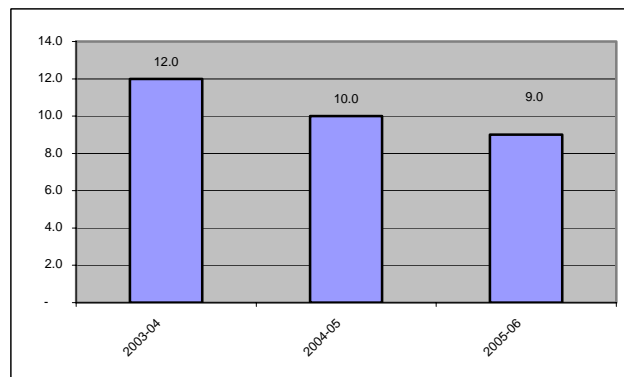
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMH
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	565,964	572,593	9,772	-	582,365	(48,198)	534,167
Services and Supplies	283,770	283,770	3,968	-	287,738	(10,436)	277,302
Central Computer	-	5,471	1,040	-	6,511	-	6,511
Transfers	2,288	2,288	-	-	2,288	(268)	2,020
Total Exp Authority	852,022	864,122	14,780	-	878,902	(58,902)	820,000
Reimbursements	(852,022)	(864,122)	(14,780)	-	(878,902)	58,902	(820,000)
Total Appropriation	-	-	-	-	-	-	-
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing		10.0	-	-	10.0	(1.0)	9.0

In 2005-06 the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases. These increased costs are reflected in the Cost to Maintain Current Program Services column.

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD FMH

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits	(1.0)	-	-	-
Transfer 1.0 Housing Repair Supervisor I to the Facilities Management Maintenance (AAA FMD FMM) budget. This change is required to meet the Economic and Community Department's budget target. Decreased salaries and benefits of \$67,790 are offset by decreased reimbursement.				
2. Salaries and Benefits		-	-	-
Increased costs reflect step advances and leave cash-outs of \$19,592, which are offset by increased reimbursement.				
2. Services and Supplies		-	-	-
Decrease in estimated expenditures are offset by decreased reimbursement.				
3. Transfers		-	-	-
Decrease in charges for Employee Health and Productivity, Employee Assistance Program and the Center for Employee Health and Wellness per Human Resources, which are offset by decreased reimbursement.				
Total	(1.0)	-	-	-



Maintenance

DESCRIPTION OF MAJOR SERVICES

The Maintenance Division is responsible for maintaining county owned and some leased facilities. Services are performed with a combination of county employees and contractors. This division operates boiler plants, performs routine infrastructure maintenance, oversees the fiscal aspect of security services, manages the minor remodel and maintenance portion of the county capital improvement program, and responds to emergency building issues 24 hours per day, seven days per week. The primary goal of the Maintenance Division is to provide safe and well-maintained facilities for customers and employees.

BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	6,781,774	6,921,299	6,907,944	7,725,259
Departmental Revenue	3,081,881	3,300,000	3,200,963	3,300,000
Local Cost	3,699,893	3,621,299	3,706,981	4,425,259
Budgeted Staffing		55.7		58.2

Workload Indicators

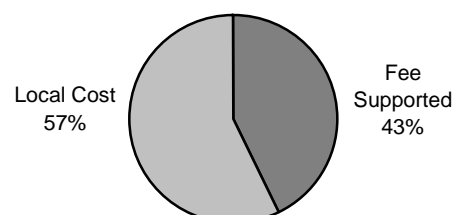
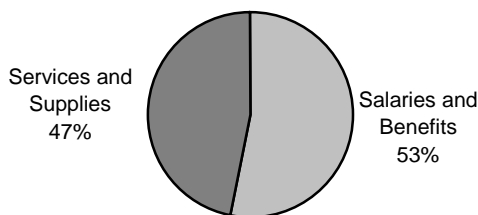
Square Feet Maintained	4,311,000	4,425,000	3,310,027	3,310,027
Maintenance Trouble Calls	9,500	11,000	13,000	13,000
Maintenance Requisitions	750	700	800	920

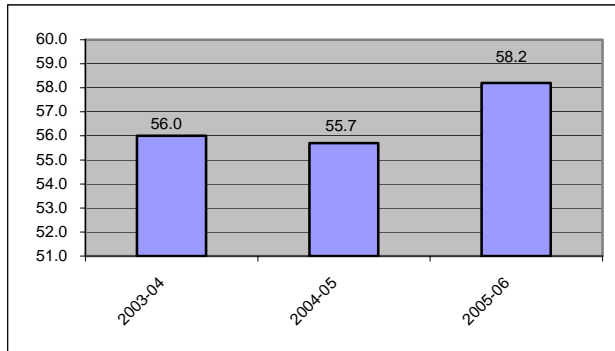
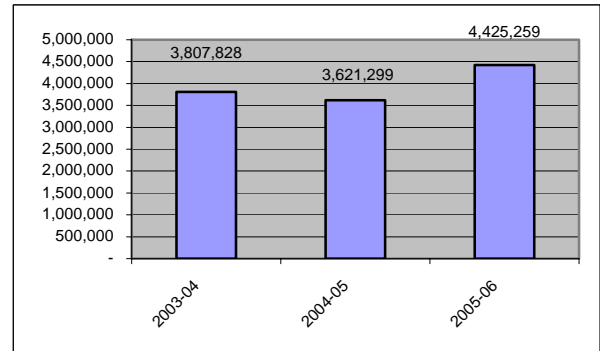
In 2005-06, 1.0 Housing Repair Supervisor I is transferred from the Home Repair Division to assist the four current Maintenance Supervisors with contract administration and monitoring, overseeing the purchasing of materials and supplies for jobs, and the supervision over a small crew of General Service Workers. Also, 2.0 General Maintenance Mechanics are added to ensure emergency and urgent maintenance requests are responded to in a timely manner. These increases totaling 3.0 positions are partially offset by a reduction of 0.5 positions due to the implementation of a distributed vacancy factor for a net proposed increase of 2.5 positions.

The number of square feet maintained has changed because square footage calculations were previously obtained from outdated data. With the implementation of Computer Assisted Facilities Management (CAFM) system, the department now has accurate data regarding building square footage.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART**2005-06 LOCAL COST TREND CHART**

GROUP: Internal Services
 DEPARTMENT: Facilities Management
 FUND: General

BUDGET UNIT: AAA FMD FMM
 FUNCTION: General
 ACTIVITY: Property Management

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	3,506,684	3,706,371	274,485	-	3,980,856	96,126	4,076,982
Services and Supplies	3,366,394	3,185,420	156,927	-	3,342,347	272,406	3,614,753
Central Computer	23,190	17,832	4,439	-	22,271	-	22,271
Transfers	11,676	11,676	-	-	11,676	(423)	11,253
Total Appropriation	6,907,944	6,921,299	435,851	-	7,357,150	368,109	7,725,259
Departmental Revenue							
State, Fed or Gov't Aid	963	-	-	-	-	-	-
Current Services	3,200,000	3,300,000	-	-	3,300,000	-	3,300,000
Total Revenue	3,200,963	3,300,000	-	-	3,300,000	-	3,300,000
Local Cost	3,706,981	3,621,299	435,851	-	4,057,150	368,109	4,425,259
Budgeted Staffing		55.7	2.0	-	57.7	0.5	58.2

In 2005-06, the department will incur increased costs in retirement, workers compensation, central computer charges, inflationary services and supplies purchases, and for funding approved by the Board on December 14, 2004 to offset budget cuts implemented in prior fiscal years. All of these increased costs are reflected in the Cost to Maintain Current Program Services column.

In addition to the position requests detailed above, the following position reclassifications are requested. The costs are included in the Department Recommended Funded Adjustments.

- 2.0 General Maintenance Worker (R36) to General Maintenance Mechanic (R42)
- 2.0 General Maintenance Worker (R36) to General Services Worker II (R12)

There is a need for additional staff with a broader, more trade-oriented skill set, which is offered by employees in the General Maintenance Mechanic classification. Conversely, the General Services Workers will be used to perform low-level duties such as moving furniture and running for parts. By taking the existing Maintenance Worker positions and realigning them to better address the needs of the department, the Maintenance Division will become more effective at what it does; thus reducing the response times for service requests.



DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD FMM

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits	1.0	67,790	-	67,790
This position, which is transferred-in from the Facilities Management Housing Repair Division, will assist the four current Maintenance Supervisors with contract administration and monitoring, overseeing the purchasing of materials and supplies for jobs and the supervision over a small crew of General Service Workers. By adding this position, the existing Supervisors will be able to more effectively manage their crews and project assignments in the field while the Assistant helps with administrative matters; primarily in the office.				
2. Salaries and Benefits	(0.5)	28,336	-	28,336
Increased costs reflect step advances and leave cash-outs as well as the pending reclassification of the eight Building Plant Operator I positions to Building Plant Operator II and the pending reclassification of two General Maintenance Worker positions to General Maintenance Mechanic. Cost will be offset by the pending downward reclassification of two General Maintenance Worker positions to General Services Worker II. Also included is the implementation of a vacancy factor equivalent to 0.5 FTE's.				
3. Services and Supplies		272,406	-	272,406
Increased costs are due mainly to the purchase of materials for general fund projects. There is also additional cost included for cell phones, vehicle charges, small equipment and other supplies necessary to support the increased staffing and maintenance requirements.				
4. Transfers		(423)	-	(423)
Decrease in charges for Employee Health and Productivity program, Employee Assistance Program and the Center for Employee Health and Wellness per Human Resources.				
Total	0.5	368,109	-	368,109

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD

SCHEDULE B

SUMMARY OF DEPARTMENT POLICY ITEM REQUESTS

Ranking	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1	MAINTENANCE - Plumber and Electrician	2.0	198,000	-	198,000
These two trades' positions will be added to improve response time for routine calls and enhance the preventative maintenance efforts of this department. While the existing Plumbers (2) and Electricians (4) will continue to be utilized for emergency and urgent projects, these new positions will help maintain the various mechanical systems in proper working order ensuring longevity of their usefulness and reducing the frequency of system failures.					
2	MAINTENANCE - Services and Supplies	-	100,000	-	100,000
This will fund the cost of materials necessary to facilitate repairs as discovered during implementation of the preventative maintenance program.					
3	CUSTODIAL - Window Washing	-	35,000	-	35,000
This will reinstate a budget for window washing that was eliminated in previous years.					
4	MAINTENANCE - Maintenance Supervisor	1.0	116,000	-	116,000
This position will help oversee the routine maintenance and take a more proactive approach to preventative maintenance.					
5	CUSTODIAL - Custodian I	1.0	45,000	-	45,000
In previous years this position was deleted. Adding this position will provide coverage for the Gilbert Street area and help to restore service levels closer to industry standards.					
6	CUSTODIAL - Custodian I	1.0	45,000	-	45,000
In previous years this position was deleted. Adding this position will provide coverage for the Lena Road area and help to restore service levels closer to industry standards.					
7	GROUND S - Seasonal Planting/Beautification	-	25,000	-	25,000
This will fund seasonal planting throughout the county, similar to what is currently done at Central Courthouse in San Bernardino.					
8	MAINTENANCE - Maintenance Mechanic	2.0	189,000	-	189,000
These positions will help improve response time for routine maintenance calls and enhance our preventative maintenance efforts. Currently, there is up to a three month wait for routine calls (leaking faucet, for example). Our current preventative maintenance consists solely of meeting regulatory requirements (servicing fire extinguishers, and elevators, as examples); these positions will enable us to provide preventative maintenance for sidewalk trip hazards and roofs.					



Utilities

DESCRIPTION OF MAJOR SERVICES

The San Bernardino County Utilities budget funds the cost of natural gas and liquid propane gas, electricity, water, sewage, refuse disposal, diesel fuel for emergency generators, and other related costs for county owned and some leased facilities.

BUDGET AND WORKLOAD HISTORY

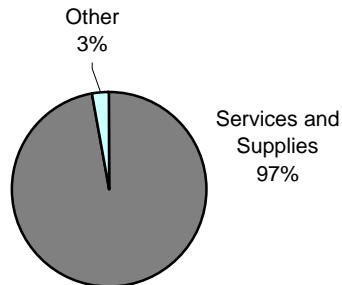
	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	13,477,393	15,647,049	14,009,273	16,390,667
Departmental Revenue	(103,563)	-	-	-
Local Cost	13,580,956	15,647,049	14,009,273	16,390,667
Budgeted Staffing		-		1.0

Workload Indicators

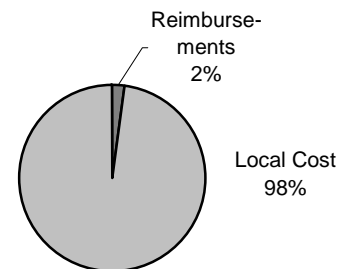
Electric	\$9,398,078	\$10,500,000	\$9,095,731	\$11,000,000
Gas	\$878,383	\$900,000	\$1,028,267	\$1,190,000
Water	\$1,565,596	\$1,600,000	\$1,613,187	\$1,800,000
Sewer	\$459,376	\$475,000	\$305,496	\$450,000
Disposal	\$930,731	\$950,000	\$1,034,325	\$1,200,000

On August 17, 2004, the Board authorized the addition of 1.0 Staff Analyst II to provide oversight for the County's utility budget.

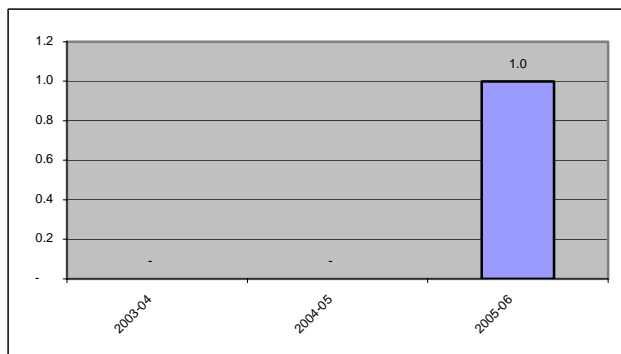
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



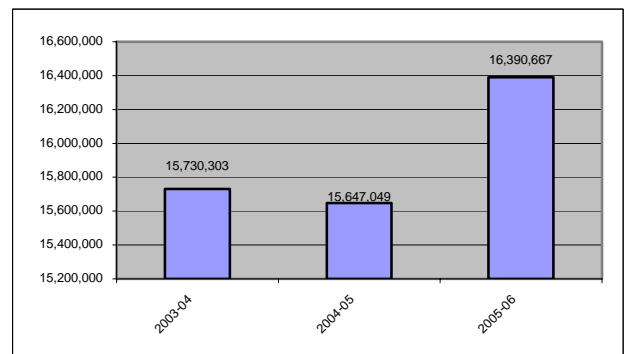
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA UTL
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	13,350	-	68,310	-	68,310	-	68,310
Services and Supplies	13,905,923	15,557,049	705,308	-	16,262,357	(60,000)	16,202,357
Transfers	470,000	470,000	-	-	470,000	-	470,000
Total Exp Authority	14,389,273	16,027,049	773,618	-	16,800,667	(60,000)	16,740,667
Reimbursements	(380,000)	(380,000)	-	-	(380,000)	30,000	(350,000)
Total Appropriation	14,009,273	15,647,049	773,618	-	16,420,667	(30,000)	16,390,667
Local Cost	14,009,273	15,647,049	773,618	-	16,420,667	(30,000)	16,390,667
Budgeted Staffing		-	1.0	-	1.0	-	1.0

The increased costs for utilities due to inflation are reflected in the services and supplies budget in the Cost to Maintain Current Program Services column.

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA UTL

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Services and Supplies Decrease due mainly to an expected utility cost reduction for Superintendent of Schools.	-	(60,000)	-	(60,000)
2. Reimbursements Decrease to better represent estimated costs for Superintendent of Schools.	-	60,000	-	60,000
3. Reimbursements Reimbursements from Regional Parks for water service.	-	(30,000)	-	(30,000)
Total	-	(30,000)	-	(30,000)

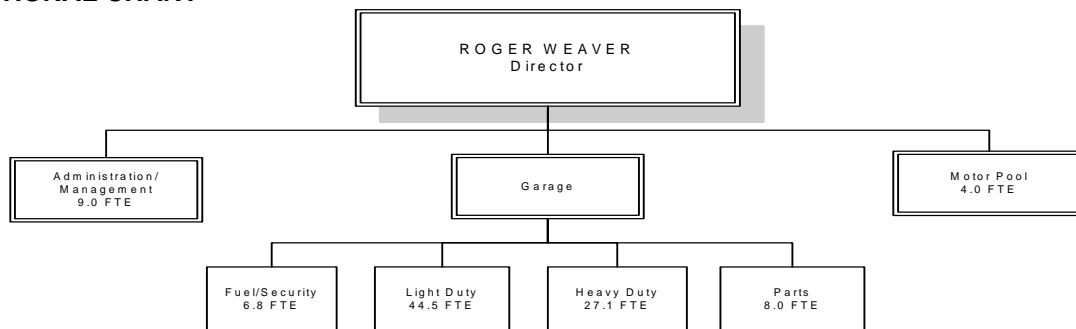


FLEET MANAGEMENT Roger Weaver

MISSION STATEMENT

The mission of the Fleet Management Department is to provide vehicles, equipment, and services to the officials and employees of the County that provide the services that promote the health, safety, well being, and quality of life of the residents of the County.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2005-06				
	Appropriation	Revenue	Revenue Over/ (Under) Exp	Staffing
Garage	12,659,104	12,835,000	175,896	96.4
Motor Pool	8,866,469	9,272,000	405,531	4.0
TOTAL	21,525,573	22,107,000	581,427	100.4

Garage

DESCRIPTION OF MAJOR SERVICES

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication, and emergency field services for the county's fleet of vehicles and heavy equipment.

The Garage budget unit is an internal service fund (ISF). All operational costs of the Garage Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to provide working capital, finance the replacement of fixed assets, and fund capital improvements. Any excess/shortage is incorporated into the rate structure during the annual rate review process.

BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	8,641,403	9,953,923	11,087,270	12,659,104
Departmental Revenue	8,968,736	10,520,000	13,082,625	12,835,000
Revenue Over/(Under) Expense	327,333	566,077	1,995,355	175,896
Budgeted Staffing		97.0		96.4
Fixed Assets	-	371,800	-	238,500
Unrestricted Net Assets Available at Year End	(105,369)		1,889,986	

Workload Indicators

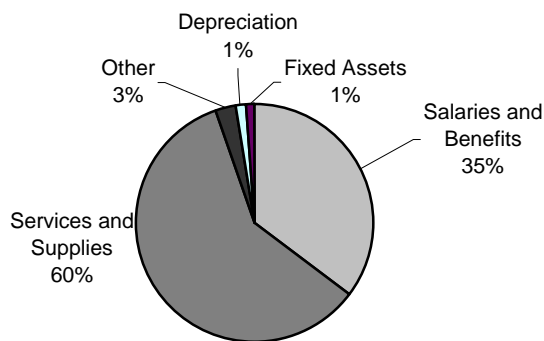
Number of work orders	18,059	18,000	17,600	19,500
Number of billable shop hours	77,995	80,000	75,500	90,149
Parts sales - gross revenue	2,419,115	3,000,000	2,280,000	2,550,000
Fuel dispensed - gallons	3,010,954	3,000,000	3,150,000	3,150,000

In 2005-06 a net decrease of 0.6 positions is requested.

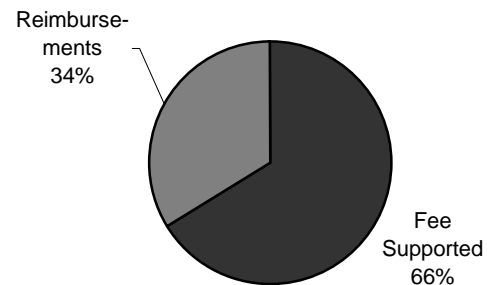


- The reclassification of 1.0 Applications Specialist (R53) to Automated Systems Analyst I (R53) is requested to better align classification to actual job duties.
- The transfer-out of 1.0 Vehicle Services Shop Supervisor from the Parts Room to the Motor Pool budget (IBA VHS) is requested to improve operational functions in the Motor Pool division. This position will assist with the development of specifications for vehicle purchases and support the day-to-day Motor Pool operations.
- The addition of 1.0 Equipment Parts Specialist I and 2.0 Equipment Services Specialists I to the heavy duty, auto, and generator shops will speed up the processing of work orders to meet the customers demand for service. The addition of 1.0 Storekeeper position will enable faster processing of parts orders and quicker payment of invoices. These additions will be partially offset by the deletion of 1.0 vacant Motor Pool Assistant.
- In order to align the department's salaries and benefits budget with its revenue budget, which is based upon rates approved by the Board on March 1, 2005, a distributed vacancy factor of 3.8% was built into the salary projections for all billable positions resulting in a net decrease of 2.6 positions.

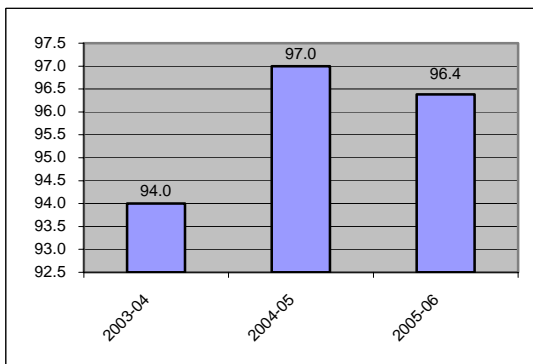
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



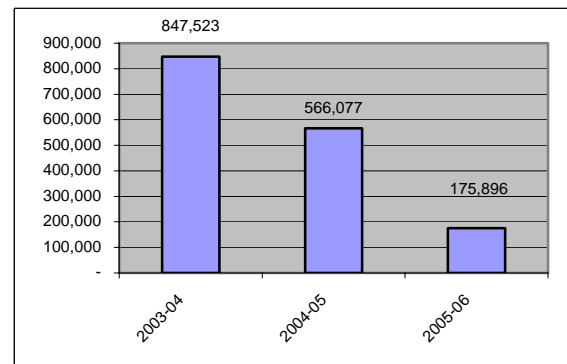
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 REVENUE OVER/(UNDER) TREND CHART



GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Garage Warehouse

BUDGET UNIT: ICB VHS
FUNCTION: General
ACTIVITY: Central Garage

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	6,323,600	6,460,338	488,041	-	6,948,379	(98,472)	6,849,907
Services and Supplies	9,944,553	8,783,973	(98,954)	-	8,685,019	2,822,685	11,507,704
Central Computer	32,200	36,434	(3,397)	-	33,037	-	33,037
Transfers	498,417	566,522	-	-	566,522	(21,258)	545,264
Total Exp Authority	16,798,770	15,847,267	385,690	-	16,232,957	2,702,955	18,935,912
Reimbursements	(5,961,500)	(6,143,344)	-	-	(6,143,344)	(383,464)	(6,526,808)
Total Appropriation	10,837,270	9,703,923	385,690	-	10,089,613	2,319,491	12,409,104
Depreciation	250,000	250,000	-	-	250,000	-	250,000
Total Requirements	11,087,270	9,953,923	385,690	-	10,339,613	2,319,491	12,659,104
Departmental Revenue							
Use Of Money and Prop	15,625	20,000	-	-	20,000	35,000	55,000
Current Services	11,067,000	10,500,000	-	-	10,500,000	2,280,000	12,780,000
Total Revenue	11,082,625	10,520,000	-	-	10,520,000	2,315,000	12,835,000
Operating Transfers In	2,000,000	-	-	-	-	-	-
Total Financing Sources	13,082,625	10,520,000	-	-	10,520,000	2,315,000	12,835,000
Rev Over/(Under) Exp	1,995,355	566,077	(385,690)	-	180,387	(4,491)	175,896
Budgeted Staffing		97.0	-	-	97.0	(0.6)	96.4
Fixed Asset							
Improvement to Structures	-	211,800	-	-	211,800	(29,300)	182,500
Equipment	-	160,000	-	-	160,000	(104,000)	56,000
Total Fixed Assets	-	371,800	-	-	371,800	(133,300)	238,500

In 2005-06 the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases and will incur decreased costs in risk management insurance and computer printing costs. In addition, this budget unit included an estimated increase in salaries and benefits related to the pending negotiations, as this cost is financed by departmental revenues. These costs are reflected in the Cost to Maintain Current Program Services column. Also in 2005-06, fuel costs are expected to continue soaring to record levels driving the need for significant increased services and supplies appropriation, which is offset by increased reimbursements and revenues from sales.

Net assets in the Garage fund have been substantially depleted because Fleet Management rates were not adjusted between 1992 and 2003. Each year since 2002-03, Fleet Management rates have been analyzed and presented for Board approval; however, the department determined that working capital reserves cannot be adjusted to appropriate levels in a reasonable amount of time without adversely impacting rates. On March 1, 2005, the department recommended and the Board approved the transfer of \$2 million from the Motor Pool fund to the Garage fund to adjust working capital reserves in each of the funds to a more appropriate level and enable Fleet Management to stabilize its rates in upcoming fiscal years.

This proposed budget is expected to decrease working capital reserves in the Garage fund by approximately \$63,000 from \$1.89 million to \$1.83 million. Per the June 30, 2004 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund is approximately \$1.49 million.



DEPARTMENT: Fleet Management
 FUND: Garage Warehouse
 BUDGET UNIT: ICB VHS

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and Benefits Reclassify 1.0 Applications Specialist (R53) to Automated Systems Analyst I (R53) to better align classification to actual job duties.	-	-	-	-
2. Salaries and Benefits Transfer 1.0 Vehicle Services Shop Supervisor to the Motor Pool budget (IBA VHS).	(1.0)	(56,456)	-	56,456
3. Salaries and Benefits The addition of 1.0 Equipment Parts Specialist and 2.0 Equipment Services Specialist are requested to facilitate the processing of work orders to meet customer service demands. Also, an additional 1.0 Storekeeper is requested to speed the processing of parts orders and payment of invoices. These additions are partially offset by the deletion of 1.0 vacant Motor Pool Assistant.	3.0	139,456	-	(139,456)
4. Salaries and Benefits In order to align the department's salaries and benefits budget with its revenue budget, which is based on rates approved by the Board on March 1, 2005, a distributed vacancy factor of 3.8% was built into the salary projections for all billable positions for a net decrease of 2.6 positions.	(2.6)	(181,472)	-	181,472
5. Services and Supplies Fuel prices are expected to reach record highs while demand is expected to remain steady due to the need of agency users to continue to supply services to their customers. Parts and materials used on work orders were increased by 5% to account for inflation and to include the additional work orders expected to be processed due to increased demand for services. Costs are offset by additional revenue from the sale of fuel and parts.	-	2,319,036	2,315,000	(4,036)
6. Services and Supplies Increased costs related to tools, small equipment, and miscellaneous expenses.		120,185	-	(120,185)
7. Transfers Reduced transfers primarily due to reduced Motor Pool charges.	-	(21,258)	-	21,258
Total	(0.6)	2,319,491	2,315,000	(4,491)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Improvements to Structures The Fleet Management HVAC Project (CIP No. 04-012) was combined with the project to remodel Buildings 1 and 6 (CIP No. 03-30). The Architecture & Engineering Department advised that combining the projects is likely to result in significant overall cost savings for these projects.	(29,300)
2. Fixed Assets - Equipment Decrease because fixed asset purchases are not anticipated in 2005-06.	(104,000)
Total	(133,300)



Motor Pool

DESCRIPTION OF MAJOR SERVICES

Fleet Management's Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,700 automobiles, vans, pick-up trucks, and various specialty vehicles assigned to County departments. Motor Pool coordinates the collection and distribution of vehicle replacement, fuel, maintenance, insurance, overhead, and other operational costs of fleet vehicles.

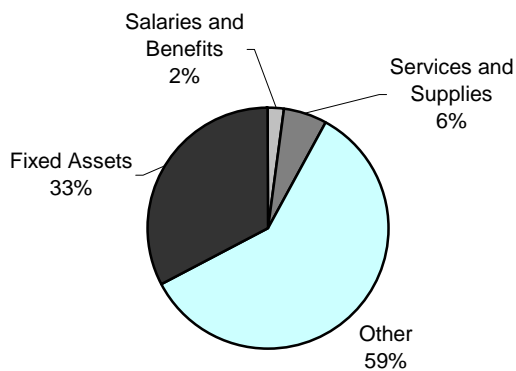
The Motor Pool budget unit is an internal service fund (ISF). All operational costs of the Motor Pool Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to be used as working capital and for replacement of fixed assets. Any excess/shortage is incorporated into the rate structure during the annual rate review process.

BUDGET AND WORKLOAD HISTORY

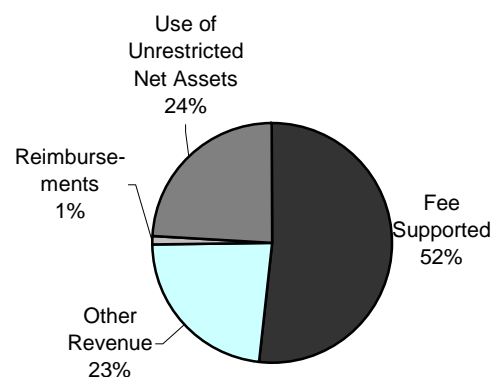
	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	5,701,306	8,519,141	9,891,837	8,866,469
Departmental Revenue	10,940,288	10,265,000	9,236,000	9,272,000
Revenue Over/(Under) Expense	5,238,982	1,745,859	(655,837)	405,531
Budgeted Staffing		4.0		4.0
Fixed Assets	3,663,990	4,484,000	2,500,000	3,400,000
Unrestricted Net Assets Available at Year End	11,756,484		8,600,647	
Workload Indicators				
Vehicles owned by the Motor Pool	1,322	1,285	1,143	1,140
Vehicles owned by other departments	556	552	544	545
Total miles drive by Motor Pool vehicles	17,000,000	17,000,000	16,000,000	16,000,000

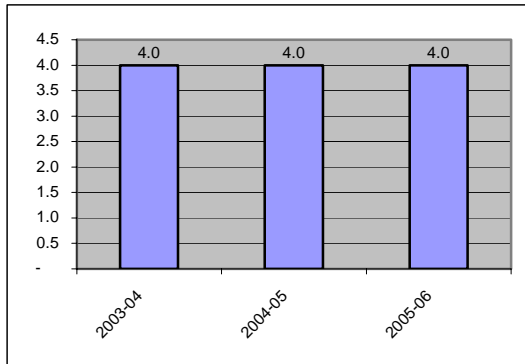
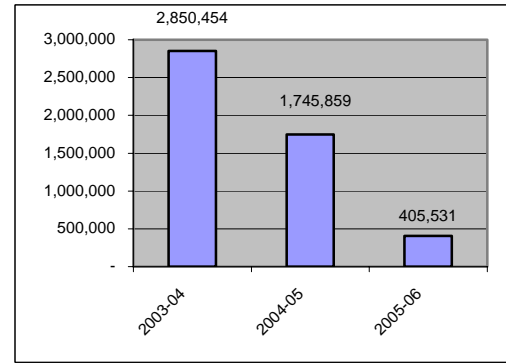
In 2005-06, the transfer-in of 1.0 Vehicle Services Shop Supervisor from the Garage budget (ICB VHS) is requested. This position will assist with the development of specifications for vehicle purchases and support the day-to-day Motor Pool operations. This will be offset by the deletion of 1.0 vacant Motor Pool Specialist, which is no longer needed.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Motor Pool

BUDGET UNIT: IBA VHS
FUNCTION: General
ACTIVITY: Central motor pool

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G 2005-06 Proposed Budget
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		
Appropriation							
Salaries and Benefits	175,817	211,530	860	-	212,390	9,162	221,552
Services and Supplies	172,277	332,406	140,971	-	473,377	156,282	629,659
Central Computer	2,679	2,679	991	-	3,670	-	3,670
Transfers	5,582,864	5,844,748	-	-	5,844,748	302,840	6,147,588
Total Exp Authority	5,933,637	6,391,363	142,822	-	6,534,185	468,284	7,002,469
Reimbursements	(100,000)	(272,222)	-	-	(272,222)	136,222	(136,000)
Total Appropriation	5,833,637	6,119,141	142,822	-	6,261,963	604,506	6,866,469
Depreciation	2,058,200	2,400,000	-	-	2,400,000	(400,000)	2,000,000
Oper Trans Out	2,000,000	-	-	-	-	-	-
Total Requirements	9,891,837	8,519,141	142,822	-	8,661,963	204,506	8,866,469
Departmental Revenue							
Use Of Money and Prop	202,000	200,000	-	-	200,000	(28,000)	172,000
Current Services	6,344,000	6,715,000	-	-	6,715,000	(315,000)	6,400,000
Other Revenue	2,400,000	3,000,000	-	-	3,000,000	(600,000)	2,400,000
Other Financing Sources	290,000	350,000	-	-	350,000	(50,000)	300,000
Total Revenue	9,236,000	10,265,000	-	-	10,265,000	(993,000)	9,272,000
Rev Over/(Under) Exp	(655,837)	1,745,859	(142,822)	-	1,603,037	(1,197,506)	405,531
Budgeted Staffing		4.0	-	-	4.0	-	4.0
Fixed Asset							
Improvement to Structures	-	284,000	-	-	284,000	116,000	400,000
Vehicles	2,500,000	4,200,000	-	-	4,200,000	(1,200,000)	3,000,000
Total Fixed Assets	2,500,000	4,484,000	-	-	4,484,000	(1,084,000)	3,400,000

In 2005-06 the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases and will incur decreased costs in risk management insurance and computer printing costs. In addition, this budget unit included an estimated increase in salaries and benefits related to the pending negotiations, as this cost is financed by departmental revenues. These costs are reflected in the Cost to Maintain Current Program Services column.

Net assets in the Motor Pool fund have increased substantially above required levels because Fleet Management rates were not adjusted between 1992 and 2003. Each year since 2002-03, Fleet Management rates have been analyzed and presented for Board approval. On March 1, 2005, the department recommended and the Board approved 2005-06 rate adjustments as well as the transfer of \$2 million from the Motor Pool fund to the Garage fund to adjust working capital reserves in each of the funds to a more appropriate level and enable Fleet Management to stabilize its rates in upcoming fiscal years.



This proposed budget is expected to decrease working capital reserves in the Motor Pool fund by approximately \$3.0 million from \$8.6 million to \$5.6 million. Per the June 30, 2004 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund—not including a reserve for vehicle replacement—is approximately \$1.0 million.

DEPARTMENT: Fleet Management
FUND: Motor Pool
BUDGET UNIT: IBA VHS

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and Benefits The transfer-in from the Garage budget (ICB VHS) of 1.0 Vehicle Services Shop Supervisor is offset by the deletion of 1.0 vacant Motor Pool Specialist.	-	9,162	-	(9,162)
2. Services and Supplies Increased COWCAP charges are offset by other minor reductions to the services and supplies budget.	-	156,282	-	(156,282)
3. Transfers Increased transfers primarily to the Garage fund for repair services to Motor Pool vehicles.	-	302,840	-	(302,840)
4. Reimbursements Reduced reimbursements from the Garage for the use of Motor Pool vehicles in its operations.	-	136,222	-	(136,222)
5. Depreciation Reduced depreciation charges due to the reduction in the number of Motor Pool vehicles.	-	(400,000)	-	400,000
6. Revenue Reduced interest revenue due to the Board-approved transfer of \$2 million to the Garage fund in 2004-05.	-	-	(28,000)	(28,000)
7. Revenue Reduced revenue from customers due to fewer Motor Pool vehicles and rate adjustments as approved by the Board on March 1, 2005.	-	-	(915,000)	(915,000)
8. Revenue Reduced revenue from the sale of surplus vehicles.	-	-	(50,000)	(50,000)
Total	-	204,506	(993,000)	(1,197,506)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Improvements to Structures The Fleet Management HVAC Project (CIP No. 04-012) was combined with the project to remodel Buildings 1 and 6 (CIP No. 03-30). The Architecture & Engineering Department advised that combining the projects is likely to result in significant overall cost savings for these projects.	116,000
2. Fixed Assets - Vehicles A lower number of fleet vehicles reached the new replacement parameters in FY 2004-05 resulting in lower projected expenditures. Surveys of department users indicated that there will be minimal new vehicles added to the fleet and appropriations were subsequently reduced.	(1,200,000)
Total	(1,084,000)



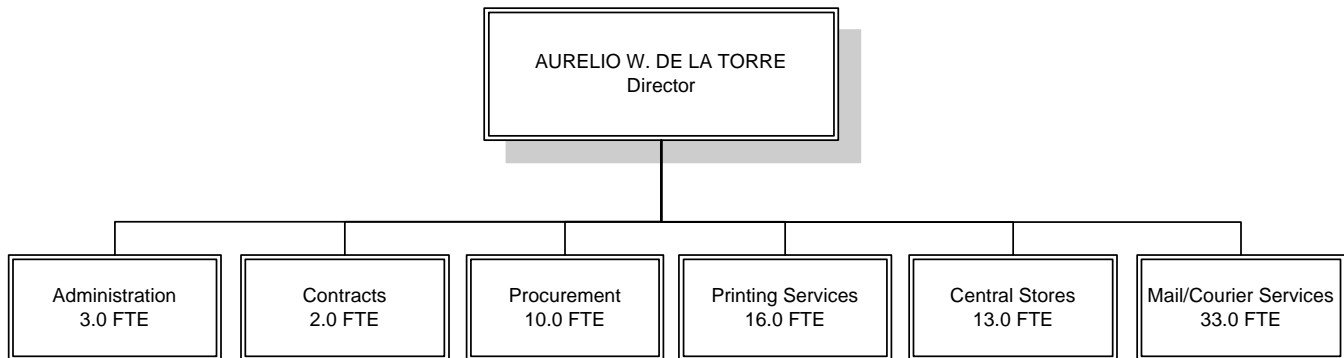
PURCHASING

Aurelio W. De La Torre

MISSION STATEMENT

The Purchasing Department supports San Bernardino County by seeking the best value for each dollar expended by processing public procurement in an open and competitive environment. In addition, the department provides in-house services such as printing, full service supply ordering, and comprehensive mail services through its three internal service programs (Printing Services, Central Stores, and Mail Courier Services).

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2005-06				
	Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
Purchasing	1,093,119	35,000	1,058,119		16.0
Central Stores	8,317,434	8,556,571		239,137	13.0
Mail/Courier Services	7,802,089	7,917,000		114,911	33.0
Printing Services	2,708,942	2,875,359		166,417	16.0
TOTAL	19,921,584	19,383,930	1,058,119	520,465	78.0

Purchasing

DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-governed districts. In addition, it is responsible for the management of three internal service programs (Central Stores, Mail/Courier Services and Printing Services). It also manages and arranges for the sale of county surplus property.

The Purchasing Department strives to provide service to all county departments, special districts and entities with sources for quality products with reasonable prices and timely deliveries. All willing vendors will be given the opportunity to provide pricing on their products and services in a fair, open, and competitive environment. Purchasing accomplishes this mission by treating each department, employee, and vendor with respect, integrity, and understanding. By extending this treatment to all, Purchasing fulfills the purchasing obligation of San Bernardino County.



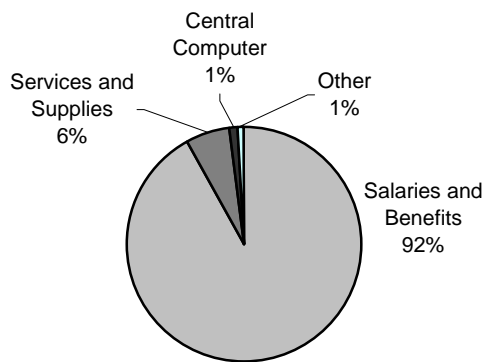
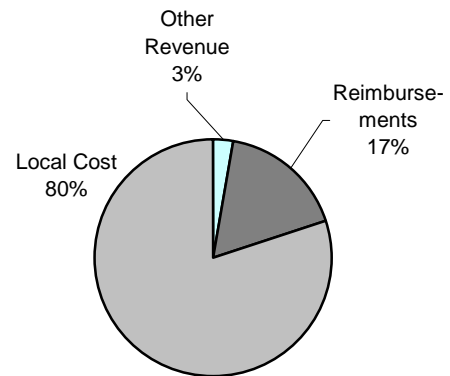
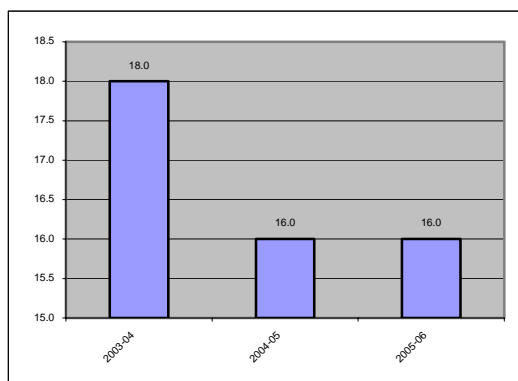
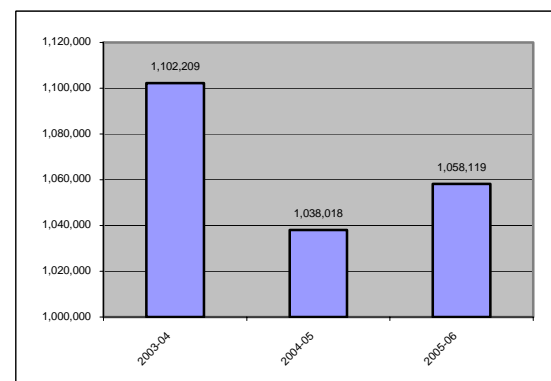
BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	1,022,018	1,073,018	1,020,224	1,093,119
Departmental Revenue	36,568	35,000	35,000	35,000
Local Cost	985,450	1,038,018	985,224	1,058,119
Budgeted Staffing		16.0		16.0

Workload Indicators

Purchase Orders	1,571	1,300	1,524	1,500
Request for Payments	61,869	53,000	60,164	60,000
Requisitions	2,983	3,200	2,280	2,300
Blanket PO's	1,876	2,500	3,324	3,300
Request For Proposals	261	300	315	320

In 2005-06, 1.0 Staff Analyst II will be reclassified downward to a Buyer II. This reclassification will enable the department to recruit additional staff to assist with the procurement functions.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY**2005-06 BREAKDOWN BY FINANCING SOURCE****2005-06 STAFFING TREND CHART****2005-06 LOCAL COST TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	1,137,033	1,195,334	23,373	-	1,218,707	(2,322)	1,216,385
Services and Supplies	66,915	61,408	(3,957)	-	57,451	20,521	77,972
Central Computer	16,683	16,683	685	-	17,368	-	17,368
Other Charges	728	728	-	-	728	(308)	420
L/P Equipment	6,052	6,052	-	-	6,052	308	6,360
Transfers	3,432	3,432	-	-	3,432	(199)	3,233
Total Exp Authority	1,230,843	1,283,637	20,101	-	1,303,738	18,000	1,321,738
Reimbursements	(210,619)	(210,619)	-	-	(210,619)	(18,000)	(228,619)
Total Appropriation	1,020,224	1,073,018	20,101	-	1,093,119	-	1,093,119
Departmental Revenue							
Other Revenue	35,000	35,000	-	-	35,000	-	35,000
Total Revenue	35,000	35,000	-	-	35,000	-	35,000
Local Cost	985,224	1,038,018	20,101	-	1,058,119	-	1,058,119
Budgeted Staffing		16.0	-	-	16.0	-	16.0

In 2005-06, the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases, and will incur decreased costs in risk management insurance. These costs are reflected in the Cost to Maintain Current Program Services column.

DEPARTMENT: Purchasing
FUND: General
BUDGET UNIT: AAA PUR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and benefits Decrease due to the downward reclassification of 1.0 Staff Analyst II (R56) to Buyer II (R49).		(2,322)	-	(2,322)
2. Services and supplies Increase purchases primarily for small office equipment and supplies.		20,521	-	20,521
3. Other Charges Reduction in interest payments for computer equipment.		(308)	-	(308)
4. Lease-Purchase of Equipment Increase in principle payments for computer equipment.		308	-	308
5. Transfers Decreased charges for the Employee Health and Productivity Program (EHAP).		(199)	-	(199)
6. Reimbursements Increase in reimbursements from Central Stores (IAV PUR) and Mail Courier Services (IAY PUR) budget units for administrative services.		(18,000)	-	(18,000)
Total	-	-	-	-



Central Stores

DESCRIPTION OF MAJOR SERVICES

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies at the lowest cost and in a timely manner. Central Stores also orders, stocks, and delivers to Arrowhead Regional Medical Center (ARMC) all its medical forms. Central Stores also maintains the surplus property pool. The division strives to accurately inventory and fairly distribute surplus property to interested county departments, community-based organizations, and the general public.

The Purchasing Department's Central Stores Division budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital or replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET AND WORKLOAD HISTORY

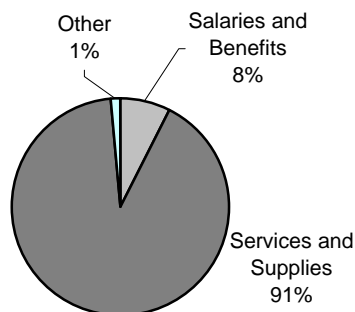
	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	8,013,104	7,271,067	8,103,043	8,317,434
Departmental Revenue	7,703,050	7,444,140	8,354,039	8,556,571
Revenue Over/(Under) Expense	(310,054)	173,073	250,996	239,137
Budgeted Staffing		12.0		13.0
Fixed Assets	-	-	-	10,000
Unrestricted Net Assets Available at Year End	107,208		358,204	

Workload Indicators

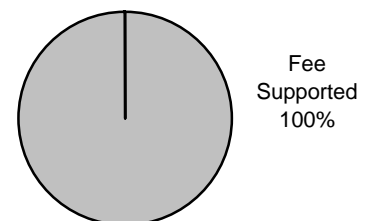
Work Orders	31,269	30,600	34,997	-
Online Orders	-	-	-	15,060
Special Orders	-	-	-	7,151
Stock Orders	-	-	-	13,640
Warehouse/Stores Sales	7,810,013	7,400,000	7,876,973	8,018,759
Medical Form Units	-	-	-	37,224

In 2005-06, the addition of 1.0 Clerk II is requested to work in the Central Stores business office primarily to provide support for the Arrowhead Regional Medical Center (ARMC) Forms Program.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

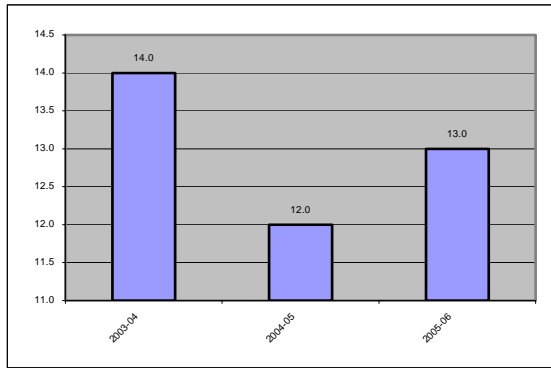
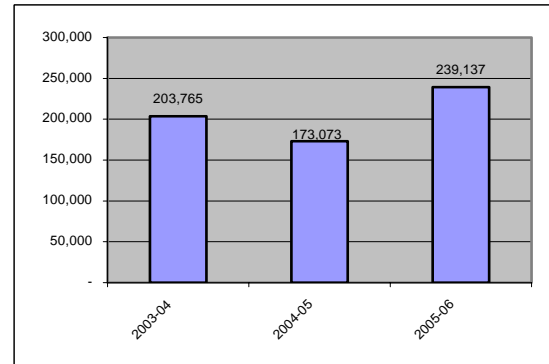


2005-06 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$229,137.



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Central Stores

BUDGET UNIT: IAV PUR
FUNCTION: General
ACTIVITY: Central Stores

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	510,693	541,698	41,578	-	583,276	48,652	631,928
Services and Supplies	7,464,556	6,609,486	(23,163)	-	6,586,323	957,046	7,543,369
Central Computer	14,000	10,724	5,064	-	15,788	-	15,788
Transfers	109,159	109,159	-	-	109,159	12,555	121,714
Total Appropriation	8,098,408	7,271,067	23,479	-	7,294,546	1,018,253	8,312,799
Depreciation	4,635	-	-	-	-	4,635	4,635
Total Requirements	8,103,043	7,271,067	23,479	-	7,294,546	1,022,888	8,317,434
Departmental Revenue							
Current Services	8,354,039	7,444,140	-	-	7,444,140	1,112,431	8,556,571
Total Revenue	8,354,039	7,444,140	-	-	7,444,140	1,112,431	8,556,571
Rev Over/(Under) Exp	250,996	173,073	(23,479)	-	149,594	89,543	239,137
Budgeted Staffing		12.0	-	-	12.0	1.0	13.0
Fixed Asset							
Equipment	-	-	-	-	-	10,000	10,000
Total Fixed Assets	-	-	-	-	-	10,000	10,000

In 2005-06, the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases, and will incur decreased costs in risk management insurance. These costs are reflected in the Cost to Maintain Current Program Services column.

In 2005-06, unrestricted net assets are expected to increase by approximately \$230,000 from \$107,000 to \$337,000. Per the June 30, 2004 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund is \$1.3 million. It is expected that Central Stores rates will remain unchanged through 2007-08 in order to meet its plan of fully funding its working capital reserve by June 30, 2008.



DEPARTMENT: Purchasing
 FUND: Central Stores
 BUDGET UNIT: IAV PUR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and benefits Addition of 1.0 Clerk II to work in the Central Stores business office for the ARMC Forms Program.	1.0	48,652	-	(48,652)
2.	Services and Supplies Increase in purchase of materials as well as courier & printing services due to anticipated increase in work orders and the printing of ARMC's medical form packages.	-	957,046	-	(957,046)
3.	Transfers Increase due to increase in administrative fees sent to Purchasing for services rendered by Purchasing administrative staff.	-	12,555	-	(12,555)
4.	Depreciation Increase due to value of equipment.	-	4,635	-	(4,635)
5.	Current services Revenue is expected to increase due to an anticipated increase in the number of work orders placed by departments. In addition, revenue is expected to increase due to the ARMC Forms Program.	-	-	1,112,431	1,112,431
Total		1.0	1,022,888	1,112,431	89,543

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change		Appropriation
1.	Equipment Increase to purchase two power pallet jacks to be used in the warehouse to transport large pallet orders.	10,000
Total		10,000



Mail/Courier Services

DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides interoffice, U.S. Postal, and courier service to departments, agencies, and special districts within the county. The division's main goal is to deliver each piece of mail in a timely and accurate manner.

The Purchasing Department's Mail/Courier Services Division budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital or replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

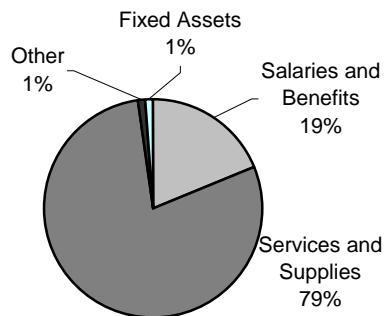
BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	7,597,199	7,478,661	7,596,361	7,802,089
Departmental Revenue	8,030,748	7,648,362	7,767,404	7,917,000
Revenue Over/(Under) Expense	433,549	169,701	171,043	114,911
Budgeted Staffing		33.0		33.0
Fixed Assets	15,734	76,082	70,082	85,259
Unrestricted Net Assets Available at Year End	927,857		1,028,818	

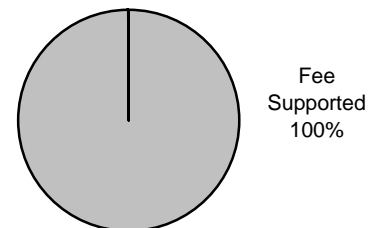
Workload Indicators

Inter-office mail pick-up and delivery	144,268	142,000	107,033	142,000
Inserting/Intel Insert	8,202,350	6,750,000	7,536,138	8,500,000
Folding/tab-label	12,489,207	9,750,000	12,059,750	11,500,000
Bus reply/postage due	241,262	264,000	295,729	300,000
Mail pieces processed	14,624,598	12,300,000	14,411,909	15,180,000

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

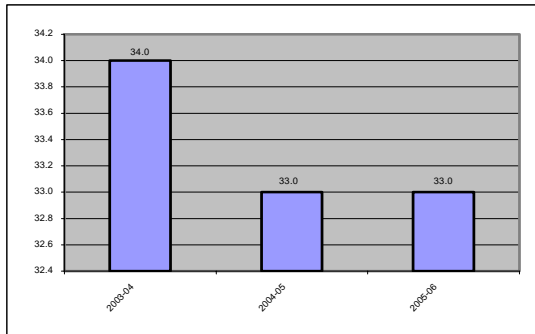
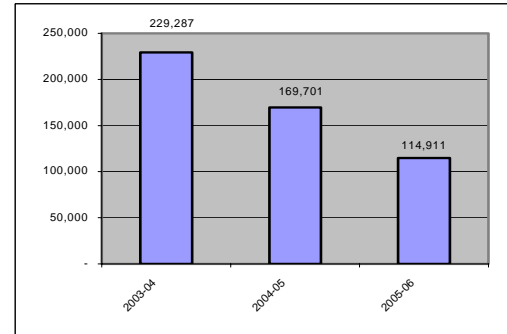


2005-06 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$29,652.



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Mail Courier Services

BUDGET UNIT: IAY PUR
FUNCTION: General
ACTIVITY: Mail & Courier Services

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	1,088,267	1,330,018	80,624	-	1,410,642	63,807	1,474,449
Services and Supplies	6,391,949	6,032,421	70,513	-	6,102,934	104,643	6,207,577
Central Computer	4,292	4,369	250	-	4,619	-	4,619
Other Charges	4,040	4,040	-	-	4,040	986	5,026
Transfers	68,813	68,813	-	-	68,813	10,985	79,798
Total Appropriation	7,557,361	7,439,661	151,387	-	7,591,048	180,421	7,771,469
Depreciation	39,000	39,000	-	-	39,000	(8,380)	30,620
Total Requirements	7,596,361	7,478,661	151,387	-	7,630,048	172,041	7,802,089
Departmental Revenue							
Current Services	7,767,404	7,648,362	-	-	7,648,362	268,638	7,917,000
Total Revenue	7,767,404	7,648,362	-	-	7,648,362	268,638	7,917,000
Rev Over/(Under) Exp	171,043	169,701	(151,387)	-	18,314	96,597	114,911
Budgeted Staffing		33.0	-	-	33.0	-	33.0
Fixed Asset							
Equipment	34,000	40,000	-	-	40,000	22,000	62,000
L/P Equipment	36,082	36,082	-	-	36,082	(12,823)	23,259
Total Fixed Assets	70,082	76,082	-	-	76,082	9,177	85,259

In 2005-06, the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases. These increased costs are reflected in the Cost to Maintain Current Program Services column.

In 2005-06, unrestricted net assets are expected to increase by approximately \$30,000 from \$928,000 to \$958,000. Per the June 30, 2004 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund is \$1.27 million. During 2005-06, the rates for Mail/Courier Services will be evaluated to determine if rate adjustments will be required in 2006-07 in order to meet the department's plan of fully funding the working capital reserve by June 30, 2007.



DEPARTMENT: Purchasing
 FUND: Mail Courier Services
 BUDGET UNIT: IAY PUR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and benefits		63,807	-	(63,807)
Increase due mainly to a workers' compensation experience modification surcharge.				
2. Services and supplies	-	104,643	-	(104,643)
Increase in postage costs due to an anticipated increase in demand for mail and courier services throughout the county.				
3. Other charges	-	986	-	(986)
Increase in interest payments for non-intelligent inserting machine.				
4. Transfers	-	10,985	-	(10,985)
Increased administrative fees transferred to Purchasing administrative oversight.				
5. Depreciation	-	(8,380)	-	8,380
Decrease due to fully depreciated equipment.				
6. Current services		-	268,638	268,638
Revenue is expected to increase to reflect the increased demand in mail and courier services throughout the county.				
Total	-	172,041	268,638	96,597

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Increase in Equipment	22,000
Increase due to the upgrade of the intelligent inserting machine.	
2. Decrease in Lease-Purchase of Equipment	(12,823)
Decrease due to the final principle payments on a bottom sheet feeder.	
Total	9,177



Printing Services

DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports for county departments and special districts. The division provides high quality printed materials utilizing the latest technological advances in order to serve the needs of county departments. This division strives to deliver services in the most timely and cost effective manner available.

The Purchasing Department's Printing Services Division budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital or replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

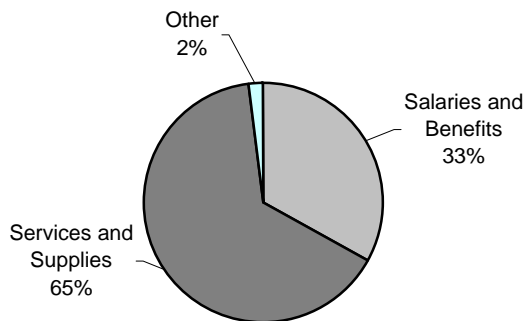
BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	2,548,386	2,352,272	2,403,248	2,708,942
Departmental Revenue	2,503,248	2,422,958	2,565,000	2,875,359
Revenue Over/(Under) Expense	(45,138)	70,686	161,752	166,417
Budgeted Staffing		16.0		16.0
Fixed Assets	187,189	18,057	34,327	12,566
Unrestricted Net Assets Available at Year End	161,042		288,467	

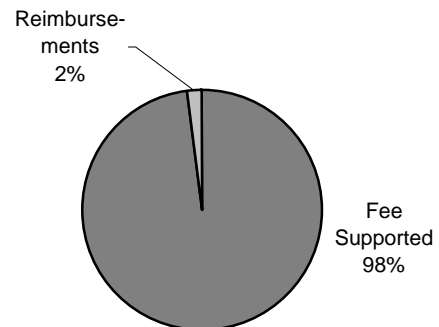
Workload Indicators

Printed Pages-units	60,756,335	65,000,000	68,000,000	81,000,000
Graphic Arts - hours billed	2,891	2,960	2,400	2,700

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

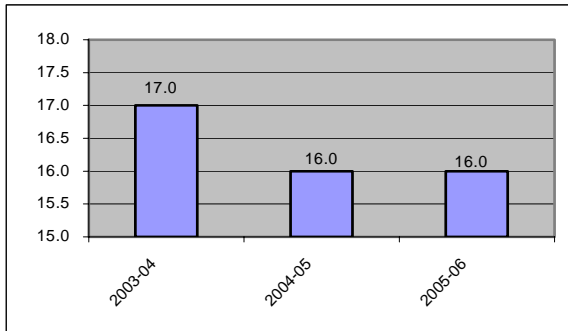
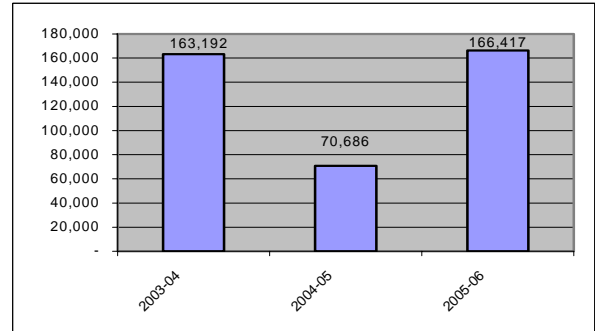


2005-06 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$153,851.



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Printing Services

BUDGET UNIT: IAG PUR
FUNCTION: General
ACTIVITY: Printing

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	816,162	827,935	63,110	-	891,045	2,582	893,627
Services and Supplies	1,506,438	1,349,576	(6,688)	-	1,342,888	403,948	1,746,836
Central Computer	8,224	8,224	401	-	8,625	-	8,625
Other Charges	1,863	259	-	-	259	(58)	201
Transfers	50,887	55,500	-	-	55,500	(3,247)	52,253
Total Exp Authority	2,383,574	2,241,494	56,823	-	2,298,317	403,225	2,701,542
Reimbursements	(52,222)	(52,222)	-	-	(52,222)	(5,600)	(57,822)
Total Appropriation	2,331,352	2,189,272	56,823	-	2,246,095	397,625	2,643,720
Depreciation	71,896	163,000	-	-	163,000	(97,778)	65,222
Total Requirements	2,403,248	2,352,272	56,823	-	2,409,095	299,847	2,708,942
Departmental Revenue							
Current Services	2,565,000	2,422,958	-	-	2,422,958	452,401	2,875,359
Total Revenue	2,565,000	2,422,958	-	-	2,422,958	452,401	2,875,359
Rev Over/(Under) Exp	161,752	70,686	(56,823)	-	13,863	152,554	166,417
Budgeted Staffing		16.0	-	-	16.0	-	16.0
Fixed Asset							
L/P Equipment	34,327	18,057	-	-	18,057	(5,491)	12,566
Total Fixed Assets	34,327	18,057	-	-	18,057	(5,491)	12,566

In 2005-06, the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases, and will incur decreased costs in risk management insurance. These costs are reflected in the Cost to Maintain Current Program Services column.

In 2005-06, unrestricted net assets are expected to increase by approximately \$154,000 from \$161,000 to \$315,000. Per the June 30, 2004 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund is approximately \$426,000. During 2005-06, the rates for Printing Services will be evaluated to determine if rate adjustments will be required in 2006-07 in order to meet the department's plan of fully funding the working capital reserve by June 30, 2007.



DEPARTMENT: Purchasing
 FUND: Printing Services
 BUDGET UNIT: IAG PUR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and benefits Decrease due to the downward reclassification of 1.0 Account Technician (R40) to Fiscal Clerk II (R31).	-	(9,073)	-	9,073
2. Salaries and benefits Increase due to salary step adjustments and leave cash-outs.	-	11,655	-	(11,655)
3. Services and supplies Effective July 1, 2005, Printing Services will take over printing currently completed by the Information Services Department (ISD). Printing Services production will increase by 1.4 million copies per month.	-	403,948	-	(403,948)
4. Other Charges Reduced interest payments for lease-purchase computer equipment.	-	(58)	-	58
5. Transfers Decrease due to no anticipated amount due in 5016-Fixed Assets Transfers Out.	-	(3,247)	-	3,247
6. Reimbursements Increased reimbursements from Central Mail and Central Stores for administrative services.	-	(5,600)	-	5,600
7. Depreciation Decrease due to fully depreciated equipment.	-	(97,778)	-	97,778
8. Current Services Increase to reflect the additional production due to the transfer of printing work from ISD.	-	-	452,401	452,401
Total	-	299,847	452,401	152,554

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Lease-Purchase of Equipment Decrease due to less principal due on the remaining lease-purchase.	(5,491)
Total	(5,491)



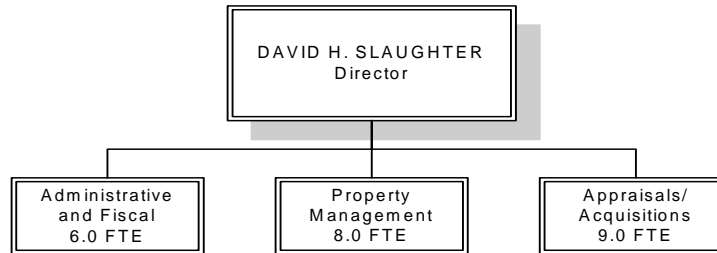
REAL ESTATE SERVICES

David H. Slaughter

MISSION STATEMENT

The mission of the Real Estate Services Department is to provide professional real estate services, which enable its customers, county departments, and other public agencies, to provide services that promote the health, safety, well being, and quality of life to the residents of the county.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2005-06					
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Real Estate Services	2,358,774	1,549,650	809,124		24.0
Rents and Leases	211,592	45,912	165,680		-
Chino Ag Preserve	4,913,330	981,638		3,931,692	-
TOTAL	7,483,696	2,577,200	974,804	3,931,692	24.0

Real Estate Services

DESCRIPTION OF MAJOR SERVICES

Real Estate Services negotiates and administers revenue and expenditure leases on behalf of county departments. More than 300 revenue leases allow for the use of county-owned facilities, generally at county parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Approximately 260 expenditure leases are managed to provide facilities throughout the county for departments and their employees to support the delivery of services in locations convenient to the residents served.

Real Estate Services also provides appraisal, acquisition and relocation assistance for county departments and, upon request, to other agencies including SANBAG, the State of California, and various cities. The department establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. The department also acquires land and facilities for various functions, disposes of property determined to be surplus to the county's needs, and maintains an inventory of all county land and facilities.

BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	1,787,098	2,213,960	1,953,635	2,358,774
Departmental Revenue	1,264,630	1,549,650	1,325,567	1,549,650
Local Cost	522,468	664,310	628,068	809,124
Budgeted Staffing		24.0		24.0

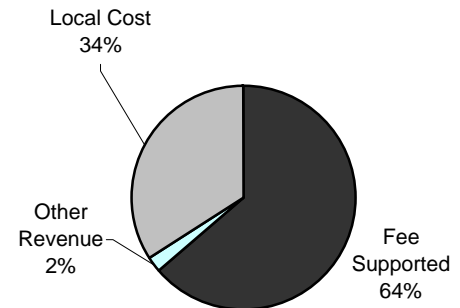
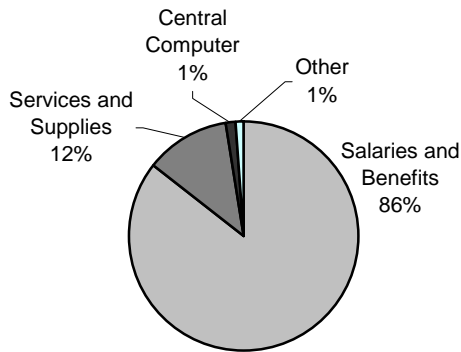
Workload Indicators

Appraisals/Acquisitions (billable hours)	17,120	16,000	15,873	16,000
Property Management (billable hours)	14,200	13,700	14,077	14,000

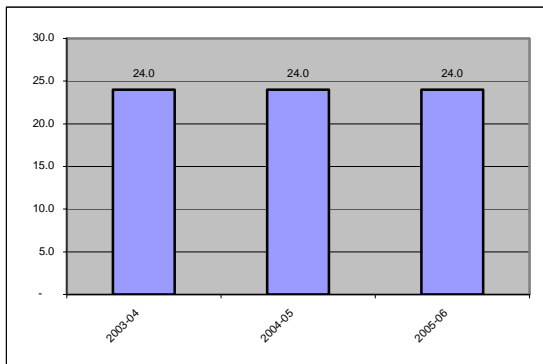


2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

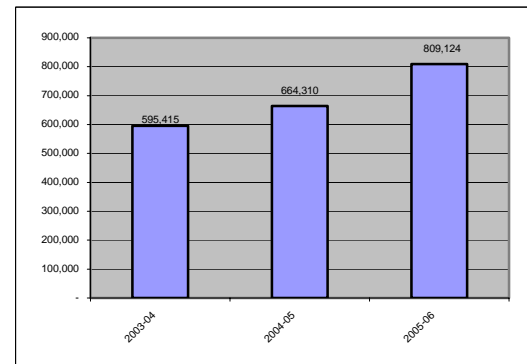
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General

BUDGET UNIT: AAA RPR
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	1,725,226	1,954,056	69,565	-	2,023,621	(3,215)	2,020,406
Services and Supplies	188,228	218,769	58,813	-	277,582	209	277,791
Central Computer	17,519	17,519	16,436	-	33,955	-	33,955
Transfers	22,662	23,616	-	-	23,616	3,006	26,622
Total Appropriation	1,953,635	2,213,960	144,814	-	2,358,774	-	2,358,774
Departmental Revenue							
Use Of Money and Prop	41,457	46,000	-	-	46,000	-	46,000
Current Services	1,284,110	1,503,650	-	-	1,503,650	-	1,503,650
Total Revenue	1,325,567	1,549,650	-	-	1,549,650	-	1,549,650
Local Cost	628,068	664,310	144,814	-	809,124	-	809,124
Budgeted Staffing		24.0	-	-	24.0	-	24.0



In 2005-06 the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases. These increased costs are reflected in the Cost to Maintain Current Program Services column.

DEPARTMENT: Real Estate Services
FUND: General
BUDGET UNIT: AAA RPR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and benefits Minor adjustments related to turnover, which is offset by various step increases.		(3,215)	-	(3,215)
2.	Services and Supplies Minor adjustments related mainly to communication charges.		209	-	209
3.	Transfers Increased costs charged by Human Resources for the EHAP program and additional costs charged by the Public Works Group for personnel and payroll services.		3,006	-	3,006
Total		-	-	-	-



Rents and Leases

DESCRIPTION OF MAJOR SERVICES

This budget is used to fund the rental of leased space utilized by county departments except long-term facility agreements for joint power authorities. Lease payments are reimbursed from various user departments.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	76,652	208,652	320,088	211,592
Departmental Revenue	61,364	-	10,980	45,912
Local Cost	15,288	208,652	309,108	165,680

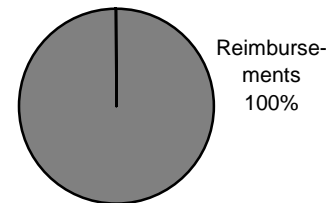
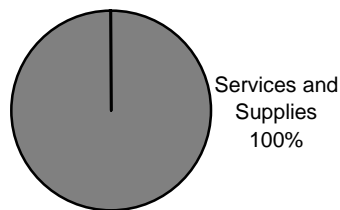
Workload Indicators

Number of leases with county as tenant	241	260	248	261
Square feet of leased space managed	2,444,378	2,205,100	2,242,847	2,562,220

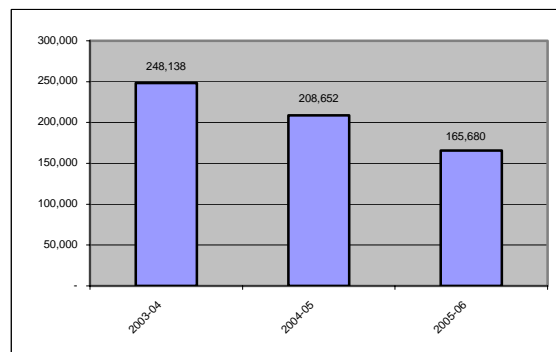
In 2004-05, the estimated local cost will exceed budgeted local cost because reimbursement for improvements to the Public Health Department's bio-terrorism laboratory was received in 2003-04 even though the expense was not recognized until 2004-05. In 2003-04, actual local cost was less than budgeted by a similar amount for the same reason.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Rents and Leases
FUND: General

BUDGET UNIT: AAA RNT
FUNCTION: General
ACTIVITY: Property Management

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Services and Supplies	32,836,320	33,402,624	-	-	33,402,624	1,155,210	34,557,834
Total Exp Authority	32,836,320	33,402,624	-	-	33,402,624	1,155,210	34,557,834
Reimbursements	(32,516,232)	(33,193,972)	-	-	(33,193,972)	(1,152,270)	(34,346,242)
Total Appropriation	320,088	208,652	-	-	208,652	2,940	211,592
Departmental Revenue							
Use Of Money and Prop	10,980	-	-	4,872	4,872	41,040	45,912
Total Revenue	10,980	-	-	4,872	4,872	41,040	45,912
Local Cost	309,108	208,652	-	(4,872)	203,780	(38,100)	165,680

On March 29, 2005, the Board approved an agreement to lease 301 square feet of county owned space to a non-county entity. The revenue from this agreement is reflected in the Board Approved Adjustments column.

DEPARTMENT: Rents and Leases
FUND: General
BUDGET UNIT: AAA RNT

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Services and supplies Increased lease costs of \$1,174,757 are due to adjustments based on the Consumer Price Index or a fixed amount as specified in the various lease agreements. The increased costs are offset by reimbursement from departments.		2,940	-	2,940
2. Revenue from Use of Money and Property Revenue leases with Victor Valley School District and the Superintendent of Schools.		-	41,040	(41,040)
Total	-	2,940	41,040	(38,100)



Chino Agricultural Preserve

DESCRIPTION OF MAJOR SERVICES

The Real Estate Services Department administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act. The department is responsible for negotiating and managing leases, preparing conservation easements, managing properties acquired, and recommending future acquisitions. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve the properties at their present condition, enhancing their operating efficiency, or altering them to enhance lease potential and/or comply with lease requirements. Expenditures are fully financed through revenues received from the lease of acquired properties.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

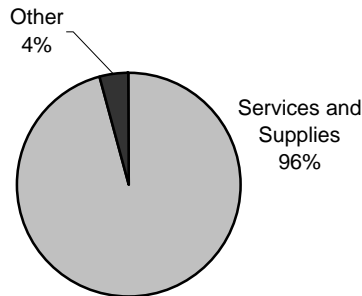
	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	447,476	4,408,761	544,112	4,913,330
Departmental Revenue	970,745	825,700	892,743	981,638
Fund Balance		3,583,061		3,931,692

Workload Indicators

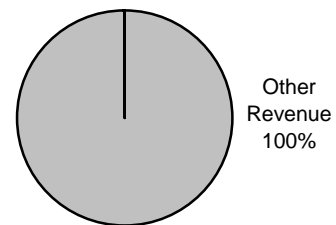
Total acreage	372	372	372	372
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Pursuant to Section 29009 of the California Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

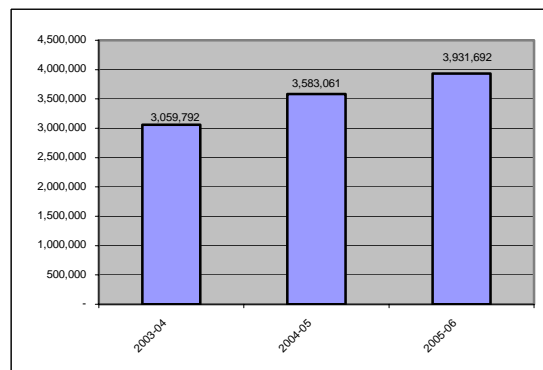
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 FUND BALANCE TREND CHART



GROUP: Internal Services
 DEPARTMENT: Chino Ag Preserve
 FUND: Special Revenue

BUDGET UNIT: SIF INQ
 FUNCTION: Public Works
 ACTIVITY: Property Management

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Services and Supplies	519,168	522,100	-	-	522,100	296,782	818,882
Other Charges	24,944	32,000	-	-	32,000	3,000	35,000
Contingencies	-	3,854,661	-	-	3,854,661	204,787	4,059,448
Total Appropriation	544,112	4,408,761	-	-	4,408,761	504,569	4,913,330
Departmental Revenue							
Use Of Money & Prop	892,743	825,700	-	-	825,700	155,938	981,638
Total Revenue	892,743	825,700	-	-	825,700	155,938	981,638
Fund Balance		3,583,061	-	-	3,583,061	348,631	3,931,692

DEPARTMENT: Chino Ag Preserve
 FUND: Special Revenue
 BUDGET UNIT: SIF INQ

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Services and Supplies Installation of a water well on one dairy property and the design, construction, and maintenance of emergency wastewater management projects, which are mandated by the Regional Water Quality Control Board, at various other dairy properties.	-	296,782	-	296,782
2. Other Charges Increase for estimated property taxes.	-	3,000	-	3,000
3. Interest Revenue Increase for estimated interest revenue.	-	-	33,700	(33,700)
4. Lease Revenue Increased lease revenue from dairy operators.	-	-	122,238	(122,238)
5. Contingencies Contingency adjustment for estimated fund balance.	-	204,787	-	204,787
Total	-	504,569	155,938	348,631

